



UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICIES
STUDY
BACHELOR IN ADMINISTRATIVE SCIENCE (HONOUR)

ADS666
PRACTICAL TRAINING

TITLE OF THE REPORT
SIBU RURAL DISTRICT COUNCIL

PREPARED FOR:
LEFTENAN KOLONEL SAIFUL ANWAR MD ALI

PREPARED BY:
HAESSLER SYMPHOON ANAK PAUL (2012262258)

AM2286B

TABLE OF CONTENT

CHAPTER 1: INTRODUCTION TO ORGANISATION

1.1 AREA OF JURISDICTION	1
1.2 GEOGRAPHICAL INFORMATION	2
1.3 POPULATION	3
1.4 THE HISTORICAL BACKGROUND	
1.4.1 EXPERIMENTAL ELECTION	6
1.4.2 PAST BRITISH CHAIRMEN IN (COLONIAL ERA)	7
1.5 EARLY ESTABLISHMENT	8
1.6 INTEGRATION OF MANAGEMENT	9
1.7 PAST LOCAL CHAIRMEN (FROM 1960S ONWARD)	10
1.8 VISION, MISSION, MOTTO, OBJECTIVE AND SHARED VALUES	11
1.9 SRDC LOGO	12
1.10 ROLES AND FUNCTIONS	13
1.11 CUSTOMER CHARTER	16
1.12 ORGANISATIONAL CHART (EXECUTIVES)	17

CHAPTER 2: WEEKLYREPORT

2.1 WEEKLY REPORT	
2.1.1 WEEK 1 (22.01.2014-24.01.2014)	18
2.1.2 WEEK 2 (27.01.2014-30.01.2014)	21
2.1.3 WEEK 3 (03.02.2014-07.02.2014)	22
2.1.4 WEEK 4 (10.03.2014-14.03.2014)	25
2.1.5 WEEK 5 (17.02.2014-21.02.2014)	27

CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 AREA OF JURISDICTION

The whole area of Sibu Rural District Council (SRDC) lies within the Sibu Administrative Division. It measures approximately 5,869.35 square kilometres with the recent inclusion of Selangau District into SRDC jurisdiction in 2002. In the early days, ever since it's experimental formation, the area of SRDC was divided into wards system, which originally consisted of twenty-two wards. Somehow later, due to the specific review on the demarcation of boundary, Ward 6, (the adjacent area which lies next to the border outskirts of the then Sibu Municipal Council) was then vested into Sibu Municipal Council (SMC) administrative jurisdiction in 1981. Similarly, Ward 1, which was commonly known as Igan area was then handed over officially to the administrative authority of Matu-Daro District Council in October, 1991. Thus, SRDC was then reduced to only twenty wards and in comparison, the area size was approximately about 25 times larger than the present area of SMC.

CHAPTER 2

2.1 WEEKLY REPORT

2.1.1 Week 1 (22.01.2014-24.01.2014)

On the very first day which is 22.01.2014. It was Wednesday. I reported myself to the Sibu Rural District Council for my practical training. There I met Mr. Justani bin Haji Joni, the Secretary at SRDC's organizations at SRDC's office. After our brief introduction to each other, he expressed his pleasant feeling as I chose to have my practical training at Sibu Rural District Council. After that, he explained about the organization and also briefed me about the organization mission, vision, objective, motto, and shared values. Besides, he also explained the functions of the Sibu Rural District Council. He also gave me an overview about the task that would be given to me while assuring that a lot of task would be given. He also hoped that I would gain as much experience as possible during my practical training at Sibu Rural District Council.

After that, I was introduced to the staff at Sibu Rural District Council. At Sibu Rural District Council, there are eight sections, which are General Administration and Public Affairs Section, Human Resource and Organizational Development Section, Treasury Section, Rating and Valuation Section, Public Works and Planning Section, Enforcement and Licensing Section, Public Library and Rural Education Section and the last section is Public Health and Environment Section. As usual, the first week, especially the first day would be deemed as challenging as I need to adapt with the environment at the office. I was really lucky as the staff at Sibu Rural District Council were really supportive and also friendly. They are more than willing to lend a helping hand

3.2 TASK ANALYSIS

Throughout six weeks of practical training, I had learned a lot of things such as filing, meeting preparation, completed minute meeting, handling public complaints, doing clerical works and so on. In this chapter, I will highlight the area of filing as I found that filing is the most frequent work I did in Sibu Rural District Council. I choose filing as the area to be analyse because without a proper filing system, Sibu Rural District Council will not be able to keep the records of the letters, files and other documents. As a student of Administrative Science, I found that filing system is the most important aspect in recording the letters, files and other types of documents. I have learned filing management in the scope of Office Management. Thus, by performing the task, I would be able to apply and relate what I had learned in as an Administrative Student into the real workplace. I believe that theory and practical complement each other as by only being good or excellent in theory will not make oneself a good employee. Therefore, filing system should be apply and practice in every office according to the suitability.